

**SOMERVILLE HOUSING AUTHORITY**  
**Public Housing**  
**TENANT TRANSFER POLICY**

In order to provide a fair, equitable and non-arbitrary transfer policy for the residents of the Somerville Housing Authority and to best utilize available units, the Authority will adhere to the following procedures:

1. The Authority will designate transfer applicants within the waiting list ledger for state aided developments and federally aided developments based upon bedroom size; a copy of waiting list by control number is available at Tenant Selection Office, 530 Mystic Ave.
2. Transfers will be considered for placement after all priority and/or emergency applicants have been offered units but prior to the offer of units to standard applicants;
3. Administrative Transfers are made at discretion of Executive Director at any time for a sound administrative reason.
4. At the time of annual re-certification for tenants in conventional units, the housing manager will notify the Tenant Selection Department of any resident who is either over-housed or under-housed. The resident will then be placed on to the appropriate waiting list ledger and designated as a transfer applicant;
5. Should it be determined that a unit is of inappropriate size for a resident, and the resident refuses, without good cause, to move to the next available unit, the S.H.A. may begin eviction proceedings consistent with state and federal regulations and statutes;

6. At any time an eligible resident may request a “good cause” transfer. The resident must complete a transfer application, accompanied by supportive documentation, verifying to the authority, the need for a larger or smaller unit. An eligible resident who requires a transfer to another unit because of a medical emergency must submit a transfer application along with compelling medical documentation which is satisfactory to the authority, stating how the condition could be substantially improved by transferring to another unit;
7. The Tenant Selection Department will immediately date-stamp and assign a control number to all transfer applications; enter them into the proper wait list and promptly provide the “good cause” applicant with a notice of eligibility or ineligibility;
8. When making a transfer for good cause, the S.H.A. shall make one written offer of a unit which is of appropriate unit size and appropriate for the tenant’s documented medical needs (if any). A tenant must accept the transfer offer within seven days of the date of the offer. A tenant who fails to accept a transfer offer of a unit of appropriate unit size within seven days shall be removed from the transfer list. After being removed from the waiting list, if the tenant files a new application with the S.H.A. the tenant shall not be entitled to any priority or preference received on the prior application(s) for a period of three years unless there are mitigating circumstances deemed sufficient by the S.H.A.
9. When a transfer for good cause is denied or an administrative transfer is ordered, a household member, who has signed the lease, may grieve the decision of the S.H.A. under the grievance procedure, and this shall be the sole administrative remedy provided by the SHA;

10. Where possible, the authority endeavors to allow residents to remain in the same development, but will offer to the resident the next appropriately sized unit. No transfers between H.U.D. and D.H.C.D. funded programs are permitted.....an application is required.

(policytrans9/30/02)